CENTRAL INTELLIGENCE AGENCY

INFORMATION REPORT

CONFIDENTIAL

COUNTRY	Czechoslovakia	REPORT	25X1
SUBJECT	Physical Layout and Operating Procedures of the Ministry of Foreign Affairs	DATE DISTR.	3 October 1955
		NO. OF PAGES	1
DATE OF INFO.		REQUIREMENT NO.	RD
PLACE ACQUIRED		REFERENCES	25X1

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(FOR KEY SEE REVERSE)

25X1

a report on the physical layout and operating procedures of the Ministry of Foreign Affairs in Prague as of September 1951. The report includes information on security measures and communications systems employed at the Ministry. 25X1

25X1

25 YEAR RE-REVIEW

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STATE	X	ARMY	X	NAVY	X	AIR	X	FBI		AEC					

(NOTE: Washington distribution indicated by "X"; Field distribution by "#".)

25X1

1. Ministry of Foreign Affairs Pr[redacted]

25X1

3. Prague III. Loretanske Namesti

5. The Ministry fronts on the eastern side of Loretanske Namesti. On the other side of the square, opposite the Ministry, is a Loretan cloister and church. Part of the cloister houses a school for the training of diplomatic cadres. Fronting on the south side of the square are two old buildings which are used to house the transport and supply sections of the Ministry. In one of these two houses is a small tavern where the Ministry chauffeurs drink beer. Next to these buildings is a house which at one time was occupied by Mrs Hana Benes.

The square is poorly lit and the available light is further cut down by several large trees in front of the Ministry. However, the whole area is constantly patrolled by SNB, and the entrance to the Ministry is guarded by a day and night sentry.

b. The Ministry is about 500 metres west of Prague Castle and approximately one and half km northeast of Strahov Stadium.

c. Traffic is not too heavy. At night, there is almost no traffic. Peak hours are at about 8 AM and 4-5 PM. Most of the traffic on the square consists of Ministry vehicles.

d. Very few pedestrians. Those present are mostly Ministry's employees. Peak hours are the same as in (c.) above.

6. The Ministry consists of two major structures. One of these is the old renovated palace. A new building in the shape of a very large letter U was added to the palace in about 1925. The old palace was built in the 16th or 17th century of stone and sandstone in a rennaissance style mixed with late baroque. All rooms have high ceilings, windows and doors, very thick walls made of stone cubes, a maze of corriders and alcoves. The old building was built in stages at various periods. The south wing is older than the north one. The interior of the palace has been changed several times, as the needs demanded.

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The second part, built after the first world war, is a modern one of steel and concrete, corresponding to the needs, but still preserving the overall style of the complex. It houses now the offices of the Ministry, while the old building contains only reception offices and and reception halls for special occasions. The modern building is practically hidden, and can be seen only from the back.

It is interesting to note that the floors in both buildings are not on the same levels. The old front building has four floors (including the ground floor), while the new construction has six floors, even though it is not as tall as the old building. The construction of the new building took several years and was done by the architect Gécar.

7. Every floor in the old building is different from the others; in the new building all the floors are alike, with only very small exceptions.

F l o o r p l a n s i n t e r l e a f e d .

8. In the old building, except for reception halls for special occasions, and except for the private apartment of the Minister located on the fourth floor of the north wing, the following offices are located:

s e e a t t a c h e d s k e t c h e s

a. Doors: In each room there is usually one leading to the corridor, and also one (sometimes two) leading to the next room. All these doors are very tall, painted white, made of thick wood. They are modern, but made in a way to fit the decor of the palace; all have numbers on them. On some are names of the occupants, especially where visitors are expected. Modern Yale locks are on all doors.

b. Tall windows, except for the fourth floor, and all recessed in wall. No alarms; however some had grills.

c. The building has very thick stone walls. Only the walls between offices and corridors which were constructed a few years ago, are not so thick.

d. Floors are of inlaid wood construction.

e. Only the Minister's office, the adjacent office of his secretary, and the last office of

his personal cabinet have safes in the walls. In both first mentioned cases the safes are on the north wall. The third office has its safe hidden behind a mirror on its west wall.

Only the office of the Minister,his deputies and his personal cabinet and Chief of Protocol have special furniture. The rest of the offices have regular office furniture desks,typewriter tables,filing cabinets,wardrobes and sometimes safes (not in the wall).

All offices have wardrobes recessed in the wall,as well as basins with hot and cold water. The office of the Minister has a private washroom.

f. Persons not employed in the Ministry do not have free access to the building,nor can they move freely when admitted.They are escorted by an official and usually can visit only members of the Minister's cabinet,the protocol section,and the office of the chief of the Press Division.Whenever the visitor wants to go elsewhere,the competent viceminister,or the chief of the Press Division (within his division) has to give permission.In 1950 an order was issued that a messenger also had to accompany the visitor on his way out.

g. see sketches attached.

8. The new building: It has the shape of a large U,with the base almost adjacent to the rear of the old building. The buildings are connected on each floor only by stairs between the southern wings of the old and new building. There is a small space left between both buildings; the southern part of this space is a garage,and the northern part a small courtyard.A small conference hall juts out into this courtyard.

The space between both wings of the large U is open,and constitutes another courtyard. In eachc wing and the base of the U is a central corridor,and there are offices fronting on the courtyard constituting the interior of the large U,and on the exterior of the two wings (but not on the exterior of the base of the U,which is adjacent to

the old building and which in part overlooks the garage and conference hall in that small space left between the U and the old building.

From the northern wing there is no passage into the old building. On four of the floors in this part of the new building (northeastern corner) are apartments for janitors and the driver of the Minister. The basement of this corner is an archwhich serves as entrance into the garage.

In the southeastern corner of the building (which on every floor has a corridorpermitting passage into the old building, and the main staircase), there are also located a few offices on each floor.

Most of the offices in the new building are of the same size, except that in a few cases two offices have been enlarged to form one.

There are also on each floor a few larger offices, and these are located:

a/ on both sides of the corridor in the extreme tips of each wing, thus four altogether, All these are accessible only through an adjoining secretarial office.

b/ in the base of the U (where there are offices only on the side overlooking the large courtyard) there are two large rooms, one especially large, housing the typist pool and registry.

c/ In the connecting corridor of the southeastern corner of the new building there is one larger room.

All the rooms in the new building have modern, low ceilings.

a. Doors are one piece, white, of normal thickness and with regular locks for connecting doors, Yale locks for doors into corridors. There are no alarms. Numbering on the doors: second floor starts with 1oo, third with 2oo, etc. On most doors are names or numbers of sections and divisions.

b. Regular modern windows, usually only one, in larger rooms two. In corners at the extreme ends of the wings are especially large windows. Ground floor windows have grills.

c. Brick walls.

d. Wooden floors, larger offices have inlaid wood floors.

e. Regular office furniture (desk, typewriter desk in some, filing cabinet, in some a safe). More important offices were better furnished.

f. see attached sketch

g. see attached sketch

10. unknown

11. unknown (central heating)

13. See attached sketch.

14. See attachments. There are a number of gates leading into the complex of buildings. On the front side of the Ministry there are three entrances. The main entrance, the ceremonial entrance, and the third, in the northern wing, leading to the staircase and elevator to the apartment of the Minister and also into the garden.

On the square in front of the Ministry (north side of the square) is the main entrance to the garden, used for garden parties.

On the south side of the old building is another gate, leading to another narrow courtyard adjacent to the south side of the old building and separated on its other side from the street by a wall. There is a passageway for cars, leading to the extreme southern wing tip of the new building, and from there to the garage and main back entrance for cars. This gate just described was also used by cars carrying diplomatic mail, since the courier section is located on the ground floor of the south side of the old building. The diplomatic mail is carried through a special doorway leading into that narrow courtyard. This gate has a lock and moreover a chain with a padlock. Finally, at the back is the main entrance (at some distance from both buildings) for cars. There is a two floor building, holding the apartments of the chief of garages and janitor-gardener. The gate has a heavy bar on the inside and a special lock.

I believe the interior of the Ministry buildings proper can be reached (if we exclude the three front entrances and assume a person is already in the garden or in that narrow courtyard on the south side of the old building) through

the following doors:

a. a door on the ground floor of the south wing of the old building, leading towards the courier section.

b. Three locked doors on the ground floor of the north wing of the old building into the big garden.

c. In the underpass leading to the garage there is a staircase leading into the new building. Unlike the four doors described above which are always locked, this staircase leads to an open door in the new building. However, only the Ministry chauffiers have the right to use this staircase. In the garage itself, near the staircase, there is always an SNB member posted who sees to it that only drivers use that staircase.

d. The last door leads into the basement on the inner side of the southern wing of the new building, near the base of the U. The canthen and the kitchen is located in the basement, and the door is used to bring in supplies. The door itself leads into a corridor, and a few yards from the door is both an elevator and a paternoster. This would theoretically provide the easiest access into the entire building, since there is no guard. (This entrance is to be found on the floor below #14 on Attachment F).

15. There is an entire detachment of SNB in the Ministry, and also an StB station. They have two locations in the Ministry. The SNB is near the main entrance on the ground floor. Its duties are the following:

a. One man is on duty all the time in front of the Ministry, and another patrols the front side and the south side, to the point where private houses begin.

b. One man stands at all times inside the entrance hall and sees to it that every visitor and person entering and leaving reports to the gateman.

c. One man is on duty in the garage.

d. One man patrols the north side of the big garden.

e. One man stands in front of an iron gate on the staircase between the fifth and sixth floor of the new building (Code Section).

f. One man stands in the main ceremonial entrance hall on the ground floor.

At night, the system is similar, only there are two-man patrols inside all corridors of the Ministry, all armed with sub-machine guns.

The StB is located on the sixth floor of the new building, where the Code Section and the Radio Section are located.

a. One man sits at the entrance to the offices of the Minister's personal cabinet offices, even when the Minister is not present. When the Minister is present, this guard is joined by the Minister's body-guards.

b. One man is always on duty in the code and radio sections.

c. One man usually patrols the corridors of the Ministry.

Members of the StB are on 24-hour duty at the Ministry.

16. No dogs were used in 1951.

17. Only the certain safes of the Minister and Viceministers, the code and radio sections have an alarm system, and this is in operation only at night. The alarm bell is located in the SNB guard room on the ground floor.

18. In 1951 there existed three types of Identification cards, all of them about the size of an AGO card and having 2 sheets (four pages). On the front page was the Czechoslovak emblem and the inscription "Ministry of Foreign Affairs". The card was numbered. Underneath was written (or typed) the name of the holder. On the second page was a photograph of the holder and his signature, date and place of birth, and the sector in which the holder worked at the Ministry.

On the third page was stipulated that the holder had access to the Ministry

during working hours only, the date, the facsimile of the signature of the viceminister of cadres and an actual signature of the security officer. On the bottom was a statement that the ID card did not replace the OP. On the last page was only a printed frame and the mark of the printing office.

This first type of ID card was gray-blue in color, and the paper had an MZV watermark.

The second type of ID card was identical, except for the statement on the third page that the holder also had access to the Ministry after duty hours. Moreover, all the pages had a diagonal blue bar.

A third type of card was orange yellow in color with no bar. This card had an almost identical text to the first one, but stipulated that the holder had the right to visit the Ministry during office hours. This type of card was issued to those persons who visited the Ministry often. The card did not consititute permission to enter the Ministry freely. However, with such a card the entrance procedure at the gate was much simplified. This card was issued to certain members of foreign diplomatic missions, some officials of other ministries that had frequent business to perform at the Ministry (for example, some members of the StB, the bodyguard of the Minister, some higher officials of the Ministry of State Security, like Vales, Zavodsky, Sindelar, Placek, Kroupa and others, some individuals from the Office of the President, some from the Ministry of Foreign Trade, like Margolius, Loebel, and some from the Party HQ -- Geminder, Kallina, Hajek, etc).

Apart from these three ID cards, there existed one issued to foreign journalists, signed by the chief of the press section. It was red in color and had a text stating that the holder was a journalist accredited to the Czechoslovak Government. This card was valid for only three months and had to be stamped every

time when renewed. It was also numbered in such a way as to show whether the holder was a Western or Eastern journalist. This red ID card had the same limitations as the orange one.

All ID cards were checked by the same gateman and by the SNB guard and the check was a very careful one. The employees of the Ministry who forgot the ID card at home were not allowed to enter. Either they had to return home to get it, or they had to fill in a visitor's slip that was to be signed by their superior.

19. There are several archives at the Ministry. All papers are filled by classification. It is necessary to say first how the mail and other documents are handled. All material, with the exception of documents classified secret, comes to the central registry which distributes them to the registry rooms of the four main sectors of the Ministry:

A/ - territorial/political sector, subdivided into East and West

B/ - internal/administrative/protocol sector

C/ - United Nations and other international bodies (international economic matters)

D/ - cadres/personnel/couriers/passport/visa and training sector.

Each document was numbered at Central Registry before distributed to the competent sector.

Secret documents arrive only by courier, special messenger, through special inter-ministerial mail or as decoded radiograms from the Code Section (all decoded documents are classified secret). These are delivered directly to the addressee, who then telephones the registry of the sector and requests a number from the special register for secret documents, and tells the clerk to what the number pertains, so that the clerk in turn can log itin.

Secret documents can be addressed only to the Minister and members of his personal cabinet, viceministers, and chiefs of divisions. Every recipient of secret matters has a special large stamp which he puts on the document, and marks on it the routing and action. After the document is returned to his possession, he puts it into his safe. Only

the addressees have the right to keep secret documents in their safes overnight. When he wants to put in into the central archive,he seals it (with his signature over the flap),and sends it first to the registry of his sector,where the clerk logs the document out in the secret register. Then the envelope is put into the central secret archive,a steel vault which is located in the basement of the old building. This steel vault has to be opened daily and also closed by the viceminister of the B-sector (Borek in 1951) or by his authorized representative. The viceminister holds one key,while the others are held by the chief of the archive.

Unclassified or confidential documents are held in the archives that form part of the registry of every sector. The confidential matters are filed there in a special cabinet. Whenever a document of this category isnnot needed,it is usually sent to the central archive located on the fourth floor of the old building;some however are filed where free space is available.

There is another secret archive which is part of the Press Division. This one contains mainly excerpts from Western newspapers,monitorings of foreign broadcasts and the secret press summary for the use of high govt officials.

All encoded messages and decoded copies are held in a central archive in the Code Section. Decoded messages are handed over only to the Minister and viceministers. Apart from it,every decoded message is sent automatically to the President and Prime Minister. The second copy of each decoded message is held by the addressee in his safe,and these are burned from time to time.

20. Keys of the safes are held by the individuals concerned.The keys of the central secret archive are held by the competent viceminister and chief of archive.

21. The Minister,viceministers and chiefs of division automatically had access to secret matters. To obtain a secret document to work on,a subordinate had to sign out

this document and have the request slip countersigned by his chief of division. When a decoded message was involved, this request slip had to be countersigned by the vice-minister.

Only the Minister, the viceminister for cadres and employees of this section have access to the cipher section.

Most of the employees of the code section come from the StB ranks. The same applies to the employees of the radio section.

A telephone switchboard of the special secret Vltava network is located in the basement of the southern wing of the new building. The central switchboard of this network is located in the socalled SIO building, on the river bank, facing the faculty of law of the Prague University. The switchboard in the Ministry is administered jointly by the Ministry of Telecommunications and State Security and is not part of the Ministry of Foreign Affairs.

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22. [redacted]

23. None.

24. The SNB guard inside the Ministry is a regular police office with about 30 members.

25. None

26. See # 19

27. There are fire alarm bells in every corridor, but no regular firemen on duty. Fire hoses are located throughout the building.

28. The building belonged to the Czernin family that started to build it in the 17th century. The palace was to surpass the Prague Castle in splendor, but the financial means were not adequate to the task and only the right wing was finished. In the last decade of the nineteenth century, the palace was sold to the government, and during the first world war the palace was used as a cavalry caserne. At the end of war the palace became the property of the new state and was renovated to be used as Ministry of Fo-

reign Affairs. Only later has been added the new building at the back.

33. Ministry of Foreign Affairs,

34. The personnel are employees of the Ministry,coming to work in the morning and leaving in the afternoon. The hours of work vary according to season of the year.About 4oo persons are employed.

35. Chart interleafed with Schmelz profile.

36. The Minister is responsible for the operation of the entire Ministry,Although he has the right to check any activity,in practice he devotes time only to matters of state interest. The Minister has close contacts with his deputies whom he meets in routine conferences and allots tasks to individual sectors. He also has direct touch with the chief of protocol,and with the chief of Press Division which is the only division subordinated directly to the Minister. He is also in touch with the chief of the Code Section whenever he uses his personal code. The copy of any message sent in that code is handed oevr only to the President and Prime Minister for information,and not to his deputies.

The Minister is responsible to the government and to the Party for the Ministry.He is also responsible to the Parliament,but this and his responsibility to the Govt are merely theoretical and pro forma.

The viceministers are responsible not only to the Minister,whom they keep informed about their work,but also to the Party which was responsible for their nomination. Each of them supervises a sector,as already described. They have no authority to interfere with another sector,unless specially directed by the Minister.

Working under each viceminister are chiefs of divisions,sometimes chiefs of sections, in cases the section is an independent one.

The chain of command principle is adhered to.A superior is rarely bypassed by anyone. The chiefs of divisions are responsible to their viceminister,and have jurisdiction

only over their division. The chiefs of sections are responsible to their chief of division, and so forth.

37. The Ministry obtains funds from the State Budget, and apart from this has a special budget in foreign currencies for its diplomatic missions abroad. The Highest State Control Office (Nejvyssi Statni Urad Kontrolni) audits the accountings.

38. Partly described above. Personnel records are kept in the Cadres Division. Those files classified secret are held by the Chief of the Cadre Division or by the viceminister for cadres. Other files are kept by individual employees of the Cadre Division. Other administrative record are kept by the B- sector of the Ministry, while financial records are kept by the financial section.

39. Official liaison with other agencies is carried out by the Minister, viceministers, chiefs of divisions, Chief of Protocol, Chief of the Press Division, or employees holding that special assignement.

40. There is no unofficial liaison. This could be done only by the Minister or an official assigned by him.

43. The telephone os used within the Ministry.

44. Within Prague, messengers are used to carry confidential or secret matters. Diplomatic couriers carry mail to diplomatic installations abroad.

There are three types of courier runs: regular ones (planned in advance, usually a round trip). Apart from this, there are special courier runs. In addition, about every six months, there are courier supply runs, bringing stationery, special foodstuffs, etc. to missions abroad.

Except for the special runs, the trips are made by professional couriers who are employees of the Ministry, specially selected and screened. These do not perform any other duties. In 1951 it was an established practice that each such courier was accompanied abroad by another one, whose papers showed the same occupation, but who in reality was an employee of the Ministry of State Security. These couriers do not know the contents of the mail

carried. They carry correspondence both ways,in special bags which contain another bag inside for secret documents. The regular couriers are used for special runs only when the simple delivery of a message is involved. Whenever a special trip is connected with a special task,as for example the delivery of a verbal message,then an employee of higher rank is assigned.

45. The Ministry has three types of telephones.The regular one goes through switchboard 095,and a phone is installed in every office.This phone can also be used for inter-office communications within the Ministry.Inter-officenumbers (four digits) can be dialed directly.This phone can also be used to call those switchboards directly which have a 09. (093,094,095,096,097,098) prefix.

The second telephone network is the Vltava network,a restricted one. It is for the use of the Minister,two employees of his cabinet,the Chief of Protocol, all viceministers,the secretary of the viceminister for cadres,certain chiefs of divisions, the Chief of the Code Section,Chief of the Radio Section,the Chief of the PressDivision,the security officer,the SNB and StB offices.These phones have three digit numbers.

The third telephone network is only for the use of the Minister and viceminister for cadres.It is destined for high Party officials,and even here a distinction exists.The phone of the Minister has a two digit number,while the one of the viceminister three digits.

46. The Ministry has radio communications with certain of its missions abroad.An information bulletin and general instruction of public nature are broadcast every day. Apart from this there are regular transmissions for individual diplomatic missions, mostly coded. The level of code used depends on the classification of material transmitted.

47. The govt has a central monitoring system under the Ministry of State Security. The Ministry of FA issues daily a secret bulletin containing a condensed review of the foreign press,in about one hundred copies.

48. The Ministry has a teletype.Telegrams are sent via Stresovice Post Office.The telex station is called Cernin.

50. Every foreign mission has two individual codes,one regular and one for the head of the mission only. A code message can be originated only by the Minister,a viceminister, or the chief of the Press Division. A coded message sent by a chief of a division had to be signed by a viceminister. Whenever feasible,each code starts with the name of the person for whom destined. Coded messages are sent by radio or cable.
For dissemination outside and inside see #19.

51. [redacted] no mechanical devices were used at the Ministry in 1951. 25X1

52. See # 19

53. Material was hand carried,and a receipt required upon delivery. In the case of confi - dential and secret documents,these had to be delivered personally to the addressee in sealed envelopes.

54. All services are provided by the communal enterprises of the city of Prague. However, one doctor is on duty in the infirmary.

56. The Ministry has a special transport section taking care of all official vehicles. Apart from regular vehicles,there are a number of cars used for special State occasions (about five),and,upon request,for loan to other ministries and important govt offices. In 1951,half of the cars were of American manufacture.These were two Cadillacs (1946), one for the Minister,while the other was used by the viceminister Sekaninova. A 1946 Buick was used by viceminister Borek,a 1946 Studebacker was used by viceminister London, a Lanzia convertible was used occasionally by the Protocol.Viceminister Taufer had a Volvo. [redacted] A number of cars were of Czech 25X1 make,Tatraplans and Skodas,and one large Skoda car with armored sides was at the disposal of the Minister.

The garages are located in the Ministry complex,with facilities for repair and maintenance;a fuel pump is located in the northern wing of the new building.

In 1951,permanently assigned cars were as follows: the Minister - a Cadillac,the armored Skoda and a Tatra,the viceministers - one each,the members of the Minister's personal cabinet - one,the Chief of Protocol - two,the Chief of the Press Division - one plus two for his division. Moreover,each sector had one permanently assigned car at its disposal.

Apart from it,the transport section allots cars according to needs.

57. The cars mentioned,even those in the pool,had a permanent driver.

58. Two cars belonging to State Security were equipped with radio transmitters,for use in escorting the Minister.

59. Most of the typewriters,also adding machines were of pre war make.

60. Dictaphones available,especially for the Minister's cabinet members,but also for general use. They were approximately ten units.However they were not often used.

In1951, the Press Division automatically obtained copies of all telex messages sent by foreign correspondents (AFP,UP,AP), and Western diplomatic missions from Prague.

61. The Ministry has its own protographic laboratory for photo copies and also a projector room.

62. None

63. None

64. Members of the Minister's cabinet had weapons,as did secretaries of viceministers and viceministers,and the Chief of the Press Division.The SNB and StB guards and the employees of the Code Section were armed.

65. Whatever such equipment exists is operated by the Ministry of State Security.

66. None

67. A dispensary with one doctor,only on part time duty.

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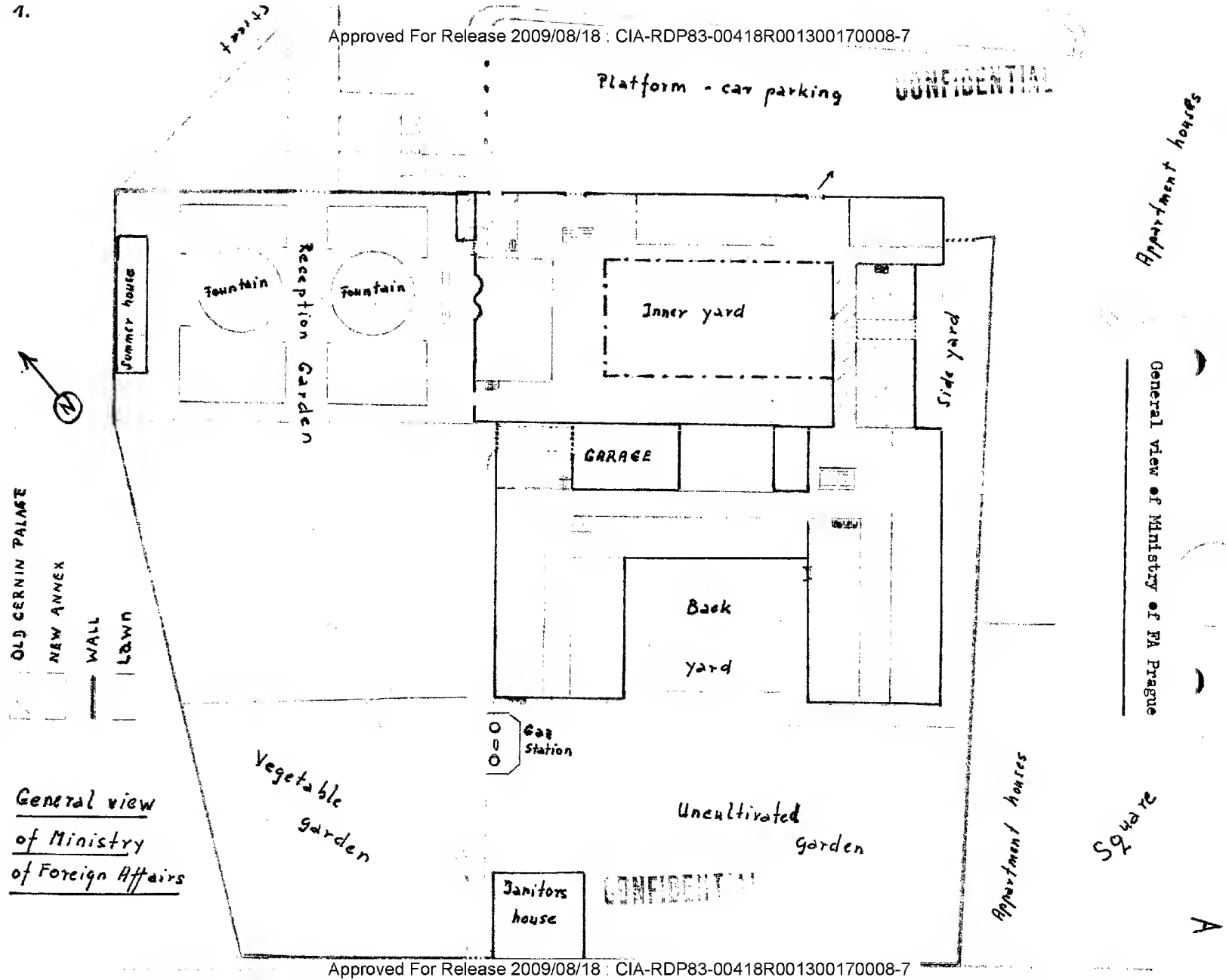
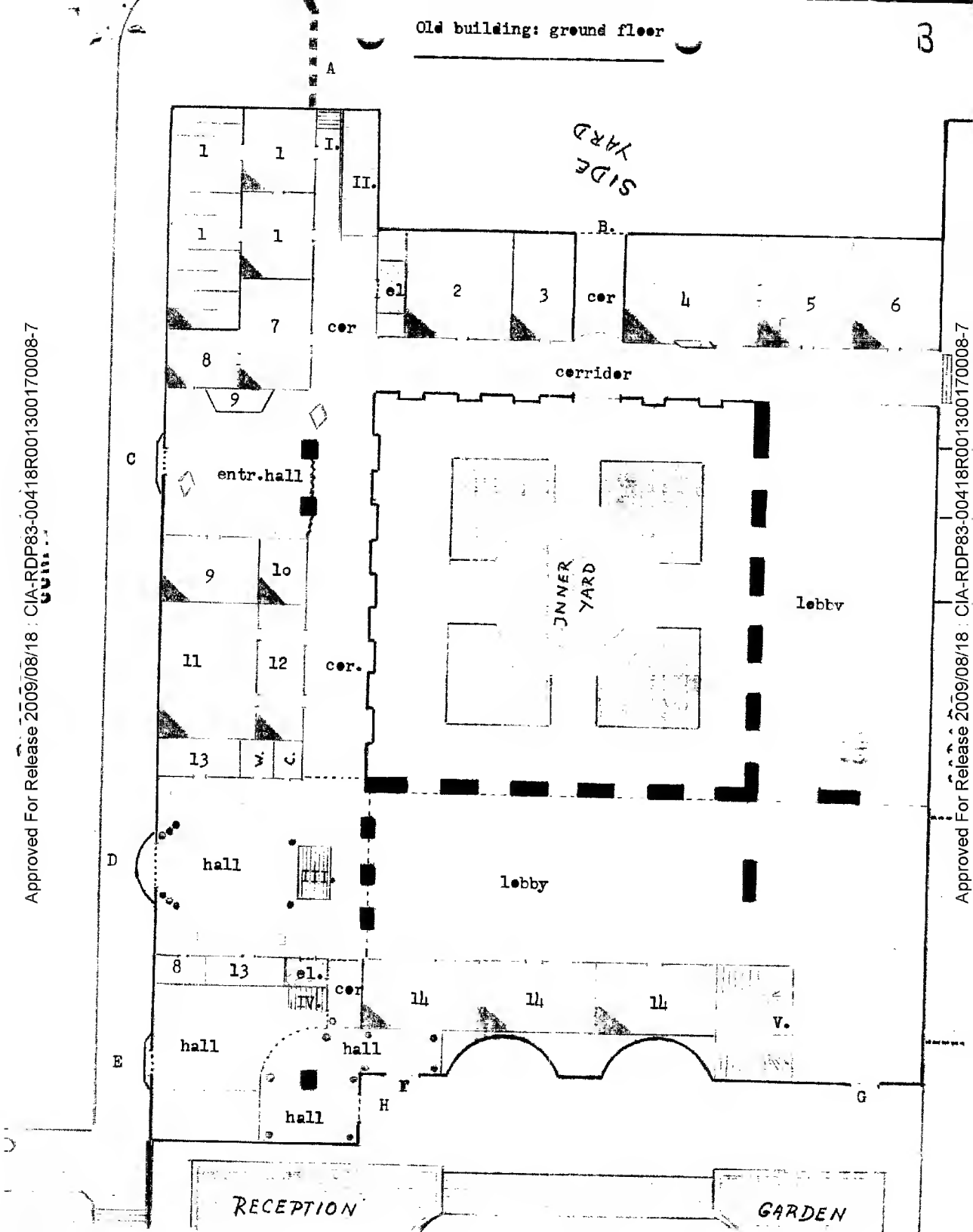
1.



Old building: ground floor

3



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Old building: ground floor.

A - gate leading to side yard

B - door to corridor of courier section

C - main entrance

D - ceremonial entrance

E - entrance for garden parties and to the private appartment of the Minister

F,G,H - entrances to the garden

I. Staircase to the basement and vault of secret archive

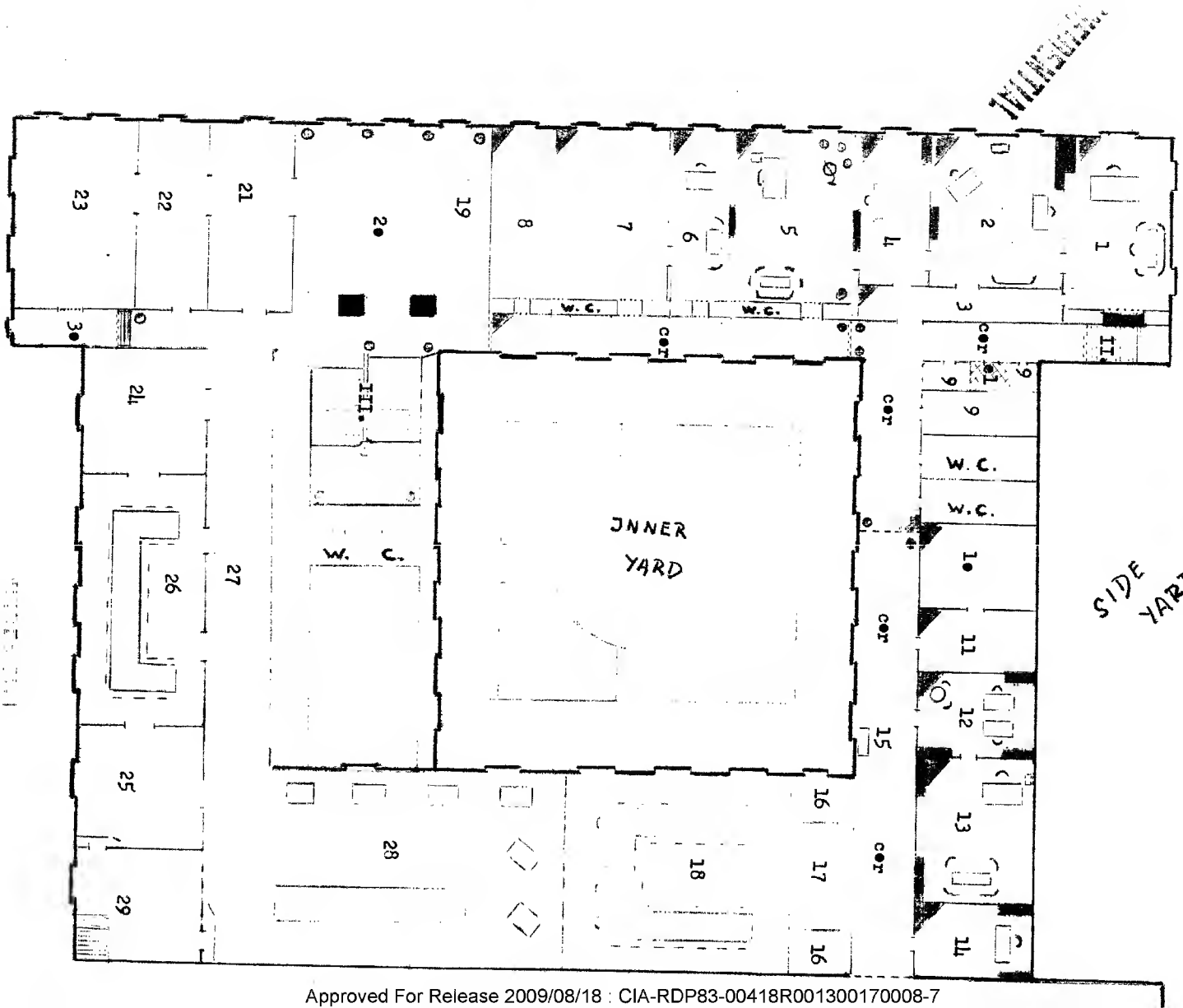
II. Staircase to second floor in old building (Minister's cabinet)

III. Staircase of ceremonial entrance (to conference rooms)

IV. Staircase to Minister's private appartment

V. Staircase to banquet kitchen on second floor and to upper rooms of economic section

1. Library rooms
2. Ministry's drivers room
3. Night and Sunday duty officer
4. Diplomatic mail packing and unpacking room
5. Courier despatch room with wooden partition - Ourednicek
6. Controller of diplomatic mail - Duchon
7. Guardroom of SNB
8. SNB officer on duty
9. Janitor's booth and visitors waiting room
10. Outside mail reception room
11. Mail despatch preparation room
12. Mail despatch room
13. Cloakrooms for official visitors
14. Rooms of economic section (each room has another one on top in this floor) - Trestik



Old building: second floor

Old building: second floor.

II.,III. staircases from ground floor

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1. Cabinet of Minister - private secretary Zachystal
2. Cabinet of Minister - secretaries - Janku
3. entrance to cabinet of Minister
4. Cabinet of Minister - political secretary - Hemelkova
5. Office of Minister - Siroky
6. Cabinet of Minister - Minister's aide Stefan
7. former office of Masaryk,then Heidrich - now empty
8. former office of Masaryk's secretary - now empty
9. SNB guard,cabinet's messengers, storeroom for cabinet

10.,11. typist pool,mail despatch room and archive of Minister and cabinet

12. secretariat of viceminister for cadres - Dorn,Krupkova
13. viceminister for cadres (London)
14. security officer of Ministry - Cervinka
15. desk of messenger for cadre sector

16.,17. cloakrooms and entrance to conference hall

18. conference hall
19. bandstand
20. main reception hall

21.,22.,23.,24.,25. reception halls

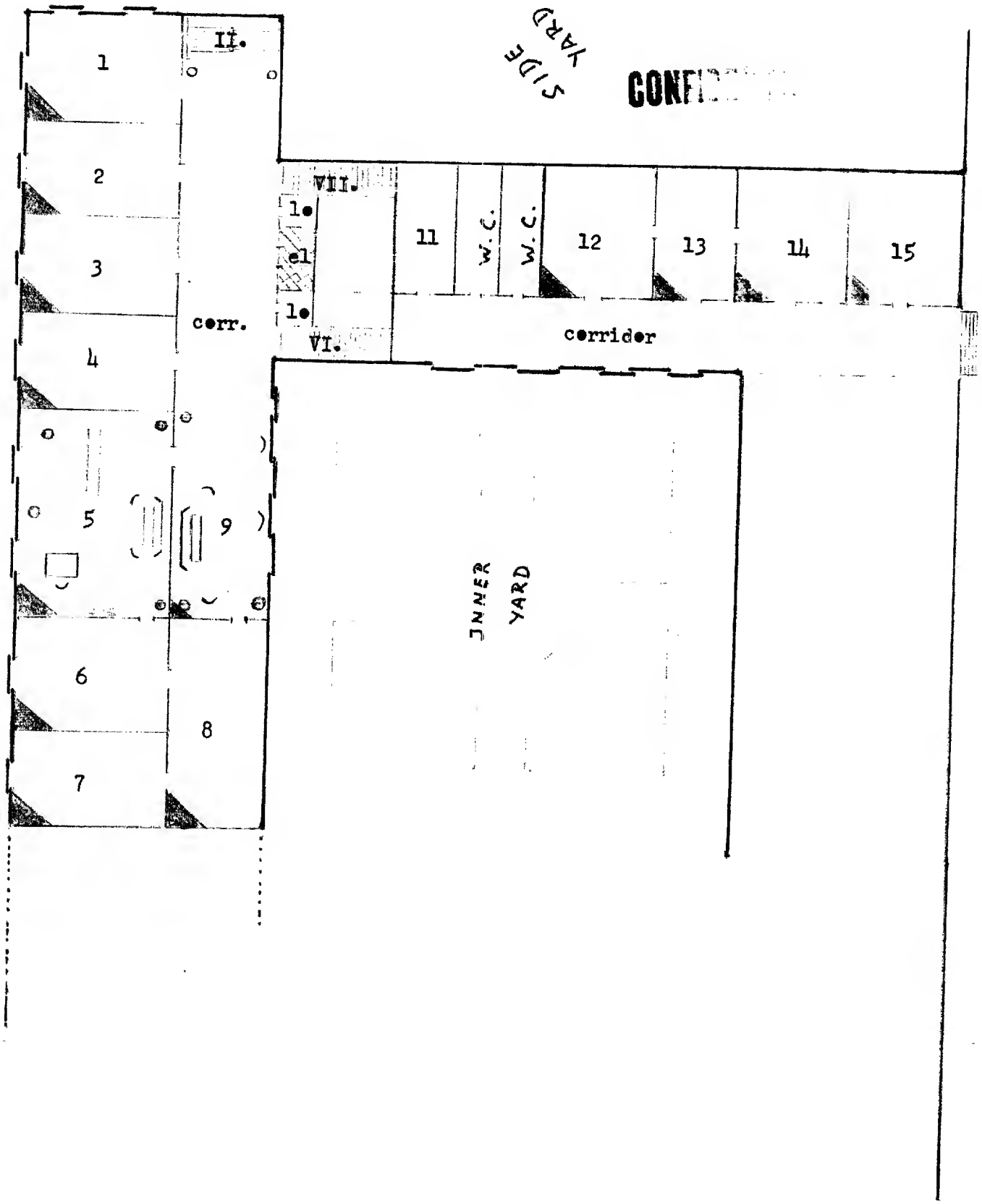
26. banquet room used also for big conferences
27. reception corridor
28. buffet room
29. kitchen for banquets
30. entrance to the staircase and elevator leading to Minister's appartment

Remark: the right wing (reception wing) is two floors high - second and third floor

- built-in or free standing safes

the corridor leading to the new building was on level with third floor new building

D



Old building: third floor

II. Staircase from second and to fourth floor

VI. Staircase down to third floor corridor and offices of old building and to fourth floor of new annex.

VII. Staircase up to narrow corridor leading to fifth floor of annex.

1.,2.,3.,4. Offices of protocol officials - Fryd,Vetengl,ing.Klucka,Nerad

5. Office of chief of protocol - ing.Chalupa

6. Office of deputy chief of protocol - Hlas,later Sames

7.,8. typists,archive and despatch room of protocol

9. corner arranged as waiting room of protocol

10. messengers' rooms

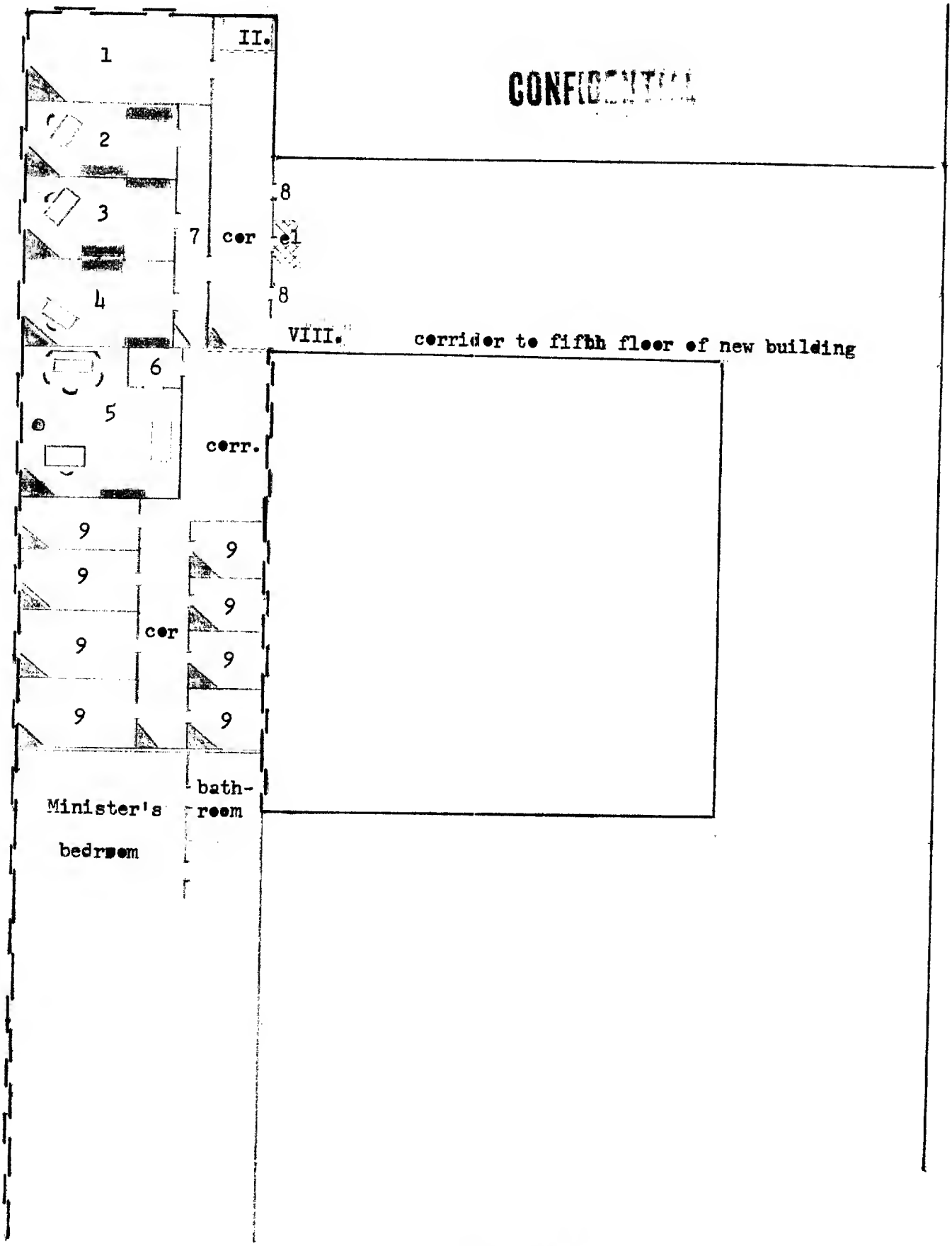
11. storage room

12.,13.,15. offices of the training section of the cadre sector -Jahoda,Fifkova

14. office of chief of training section - dr.Masa

Remark: right wing plus big conference room occupied by ceiling or rooms laying on second floor.

Old building: fourth floor



Old Building: fourth floor

II. Staircase from third floor old building

VIII. Staircase to fifth floor new building

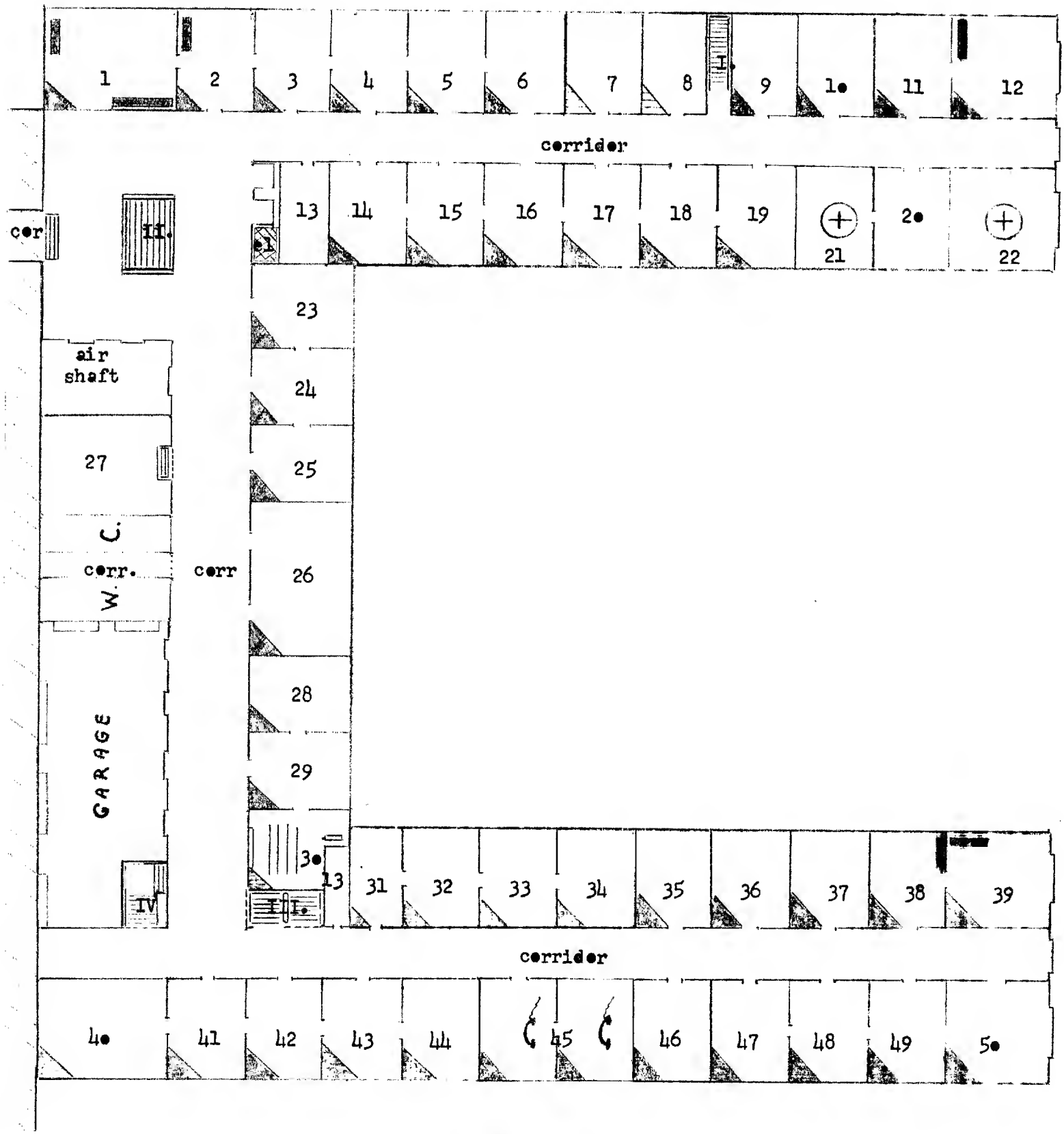
1. office of chief of economic section
2. office of chief of finances section - budget adviser to viceminister
3.,4. secretaries of viceminister for sector B - administration - Vlécek, Pudlak
5. office of viceminister for sector B - administration (Borek)
6. entrance to viceminister's office
7. entrance hall to offices
8. messengers for sector B
9. central archive - normal and confidential

Remark: the right wing of this floor is partly occupied by the private apartment of the Minister.

F.

New building: ground floor

CONFIDENTIAL



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New building: ground floor

I. Staircase leading to basement - canteen

II. Main staircase in the new building

III. Second staircase in the new building

IV. Staircase leading only to garage from ground floor

1. Chief of the courier,passport and visa division - Bukacek

2.,3.,4.,5.,6. offices of passport and visa division - Hosek,Simcik,Souhradova

7.,8. offices put at the disposal of employes arriving from posts abroad

9.,10.,11. organizational division - Ledvinka

12. chief of organ.division - Urban

13. storage rooms

14.,15.,16.,17.,18.,19. mail handling and distribution offices

20. medical service waiting room

21. medical officer

22. dentist

23.,24.,25.,26., typist pool,archive and despatch rooms of sectors B and D

27. small conference room

28. mimeograph room

29. photographic room

30. projection room with projector and screen

31.,32.,33.,34. secret press archive of Press division

35. Finances - CD matters - dr Cicvarek

36.,37.,38. Finances division (and foreign currencies)

39. chief of Finances and foreign currency division - dr Korunka

40.,41.,42.,43.,44. Press archive of the Press division

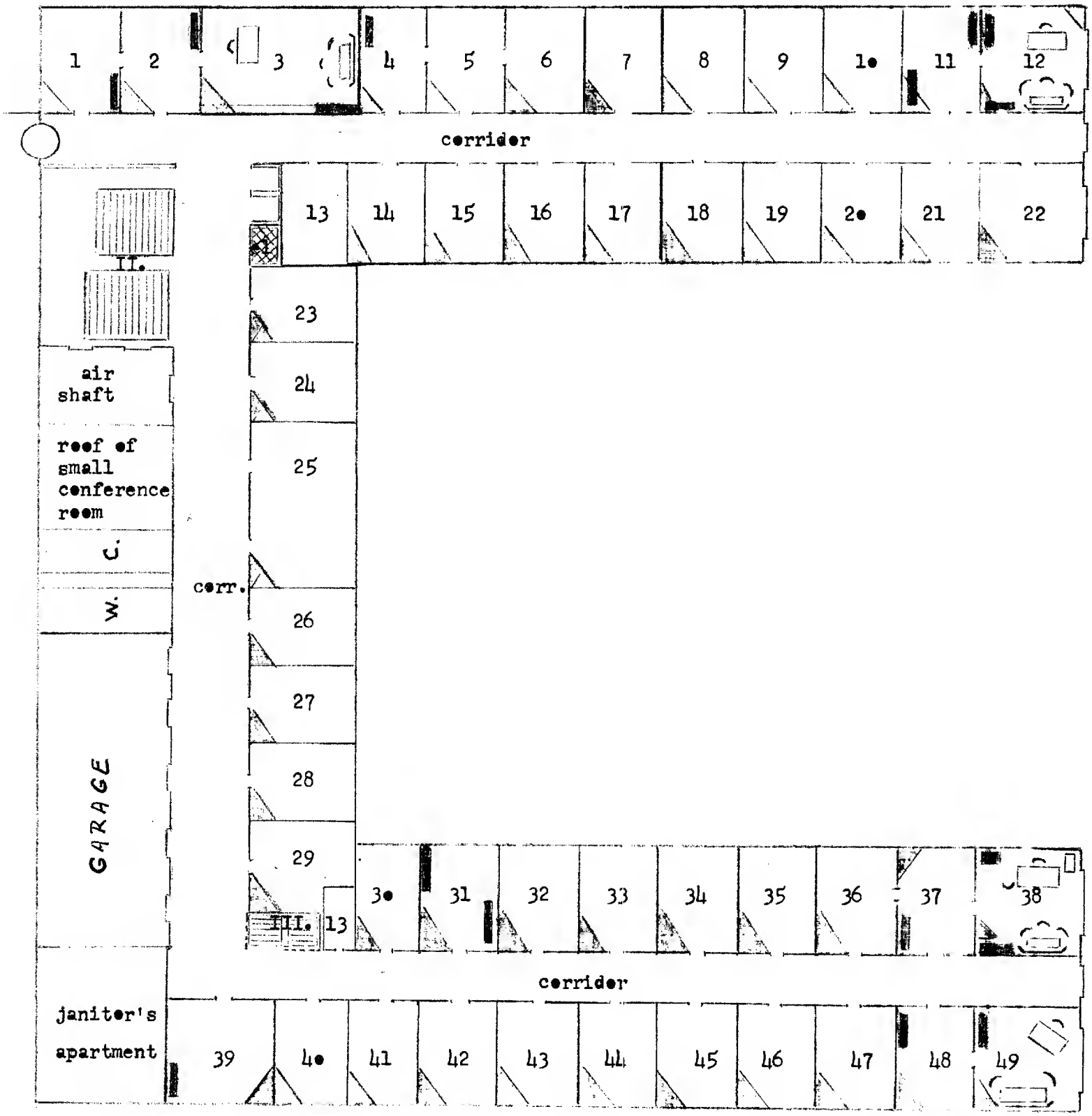
45. Telephone switchboard

46. Teleprinter

47.,48.,49. Translation division - Freundova,Rainerova

50. chief of translation division - dr Kadlec

New Building: second floor



New building: second floor

II. main staircase

III. second staircase

1.,2. secretariat of viceminister for sector A-East dr.Kamenicky, Piraseva

3. office of viceminister for sector A-East (Jiri Taufer)

4.,5.,6. offices of indep.section A-b (supervision of Czech and Slovak groups living abroad- loyalists and exiles) chief Stefan Bednar,Bednarova,Velankova

7. office of Press officer for USSR - Sulc,Vejnar A/III.-1.

8.,9.,10. offices of A/I.-Soviet division - Svobodova,Vejvoda,Berova

11. secretariat of Soviet division - Tauferova-Rumlova

12. chief of Soviet division Robert Schmelz -

13. storagerooms

14.,15. offices of A/II. division - satellites (and China-later separate)

16.,17.,18.,19.,20.,21.,22. offices of Soviet division A/I.

23.,24.,25. register,archive,typist pool,pouch room for Sector A and Press division

26.,27.,28.,30. offices of Press division A/III. - secret survey of press/dr.Lang, Stepanek,Verlova

29., office of Press division - gifts for missions and visitors (propaganda)

31. Press division - secret fund Folber

32.,33.,34.,35. propaganda and newspapers abroad/Press division/Janda,Necas,Berksy, Bretys,Nemec,Bartik,Nemlahova,Polakova

36. deputy chief of Press division - dr Kavan

37. secretariat of Press division - Slabihoudkova,Ctiboreva-Glozareva

38. chief of Press division Drtina,later Rudolf Slansky

39. chief of the secret survey and press archive of the Press division - Runge

40.,41.,42.,43.,44.,45.,46.,47 offices of A/II.division -sattellites (and China) Karpisek(China), Horsky (Yougoslavia),?ilka(European satellites)

48. secretariat of A/II. division - Spevacek

49. chief of A/II. division - satellites and China - dr.Marta Gottwaldova-Cepickova

New Building: third floor

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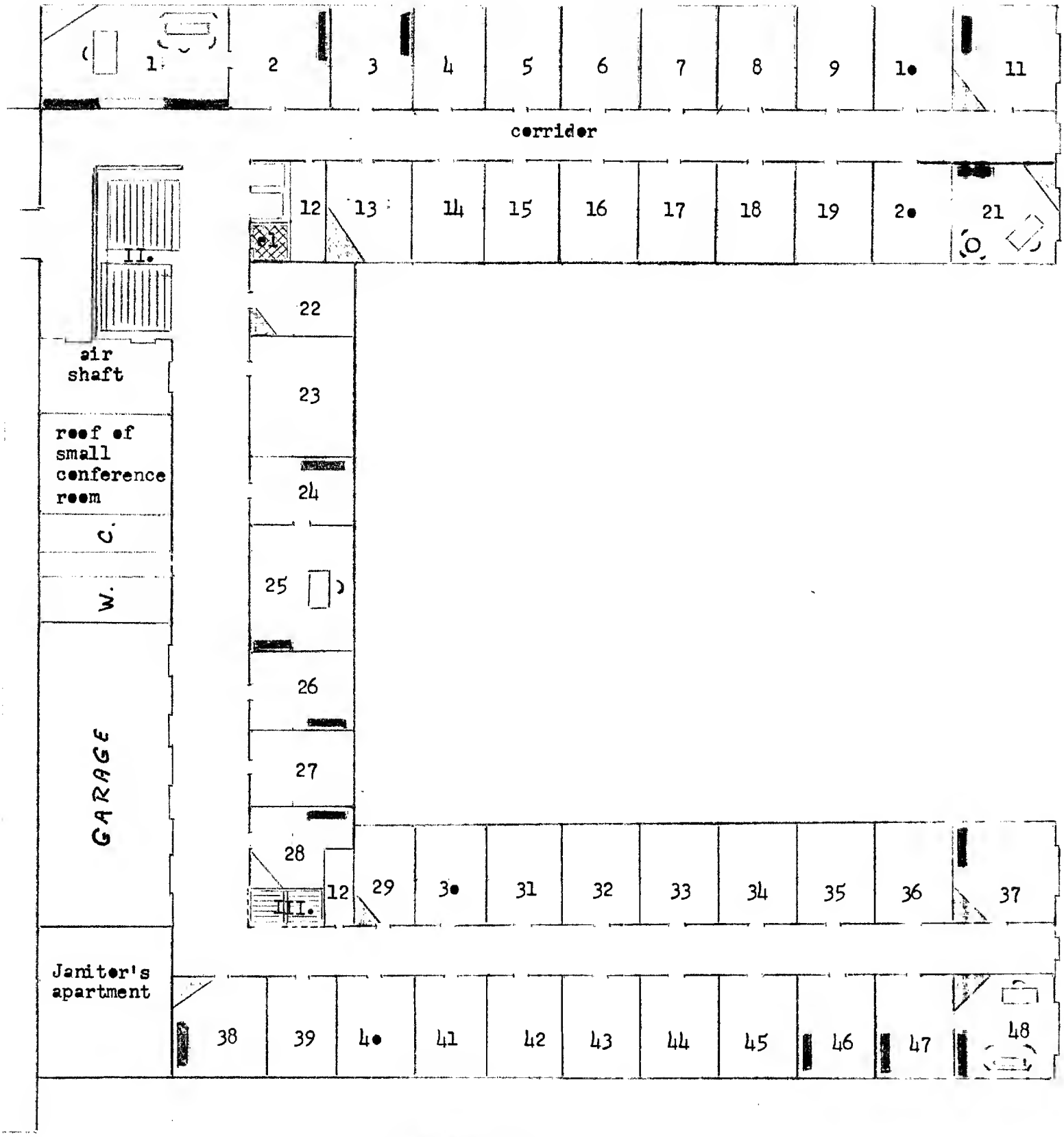

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New building: third floor

II. Main staircase

III. Second staircase

CONFIDENTIAL

1. Office of viceminister for sector A-West (dr Vavro Hajdu)

2. secretary of viceminister (Zdenka Mickova)

3. secretary of viceminister - dr Skoda

4.,5.,6. - research section of sector A-West - Federmanova,Galsky,Goerner

7.,8.,9.,10 - section A/VI.-1. America (USA,Canada)

11. chief of A/VI.-1. section dr Munk

12. storage rooms

13.,14.,15. division A/V.- research section for Germany - Janousova,Tink

16.,17. division A/VI.-2.section Central America

18.,19. division A/VI.-3.section South America

20. secretariat of chief of A/VI. division (American)

21. chief of American division - ing.Jan Patek

22. office of a section of German division A/V. Hejc , Klacko

23. small conference room

24. secretariat of chief of German and Austrian division A/V.

25. chief of German and Austrian division A/V. Herman

26. office of a section of A/V. division Busch

27. office of a section of A/V. division

28. Austrian section of A/V. division dr Kraus

29.,30.,31.,32.,33.,34.,35.,36. offices of A/IV. division - Marshall Plan states, mostly Western Europe,but also Israel) Pelnar,Borek,

37. chief of South section A/IV.-3 Zak

38. chief of West section A/IV.-2 (France,Benelux) dr Reisel

39.,40.,41.,42. offices of various sections of A/IV. division

43.,44.,45. section England A/IV.-1. - Fuchs-Forbath

46. chief of section A/IV.-1. - England dr Tyl

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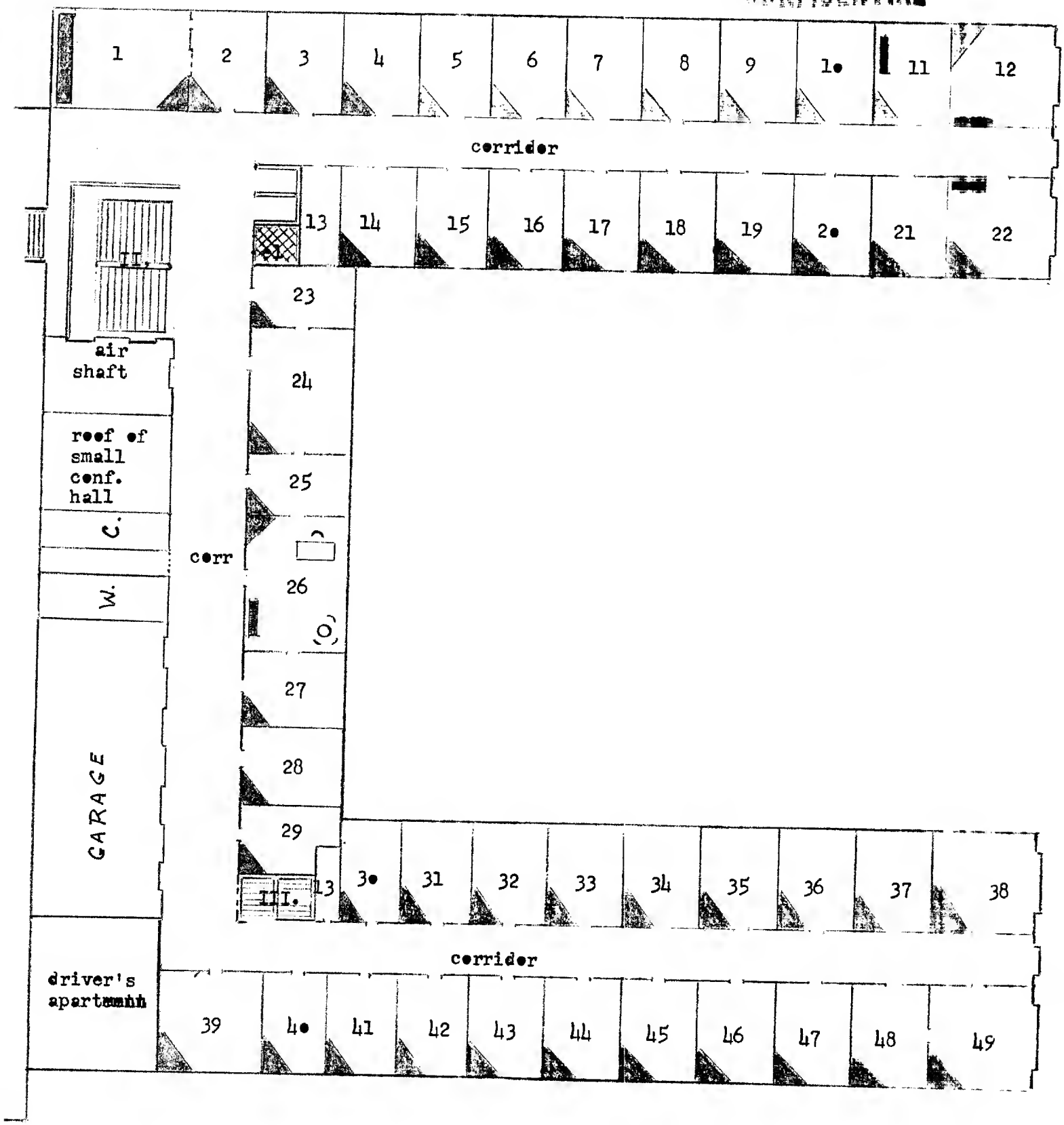
47. secretariat of A/IV. division Heleva

48. chief of A/IV. division - Jozef Farber (dr.Benda)

New building: fourth floor



New building: fourth floor

II. Main staircase

III. Second staircase

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1.,2.,3.,4 Pay office

5.,6.,7. research section under sector A

8.,9.,10 offices of division A/VII. Near and Far East

11. secretariat of chief of A/VII. division

12. chief of A/VII. division Near and Far East Rotter

13. storage rooms

14.,15.,16.,17.,18. offices of personnel division D/II. - social and health insurance

19.,20.,21. - personnel division,foreign missions section

22. chief of foreign missions section,personnel division

23.,24.,25.,27.,28.,29 personnel division offices

26. chief of D/II. personnel division

30.,31.,32.,33.,34 offices of personnel division - pensions,transfers to industry

25.,36.,37.,38.,39.,40.,41.,42.,43.,44.,45.,46.,47.,48.,49. sector B - finances and accounting division

CONFIDENTIAL

J.

New building: fifth floor

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New building: fifth floor

II. Main staircase ending here with a barred door.

III. Second entrance also barred here.

1. chief of C/I. division - UNO - dr Vavricka

2.,3.,4.,5.,6. - offices of C/I. division dr Gottlieb,dr Rath,dr Ambrozek,dr Pokorny

7.,8.,9.,10.,11. - offices of cadre division D/I. Kurka

12. chief of cadre division D/I. Cernik

13.,14.,15.,16. offices of C/I.division - UNO archive

18.,17. offices of C/I.division - research section of UNO

19.,20.,21 offices of cadre division D/I. typists room,register,despatch room

22. office of C/I. division dr Laufer

23. secretary of viceminister for sector C - dr Korbar

24. secretary of viceminister for sector C - Vetterova

25. viceminister for sector C - international bodies - Sekaninova

26. legal division C/III. - dr Winkler

27. chief of legal counsel division C/III. / dr Cech

28. legal counsel division - liaison to Parliament dr Klvana

29. storage rooms

30.,31.,32.,33. legal counsel division offices

34.,35.,36.,37. international trade and transport division C/II.

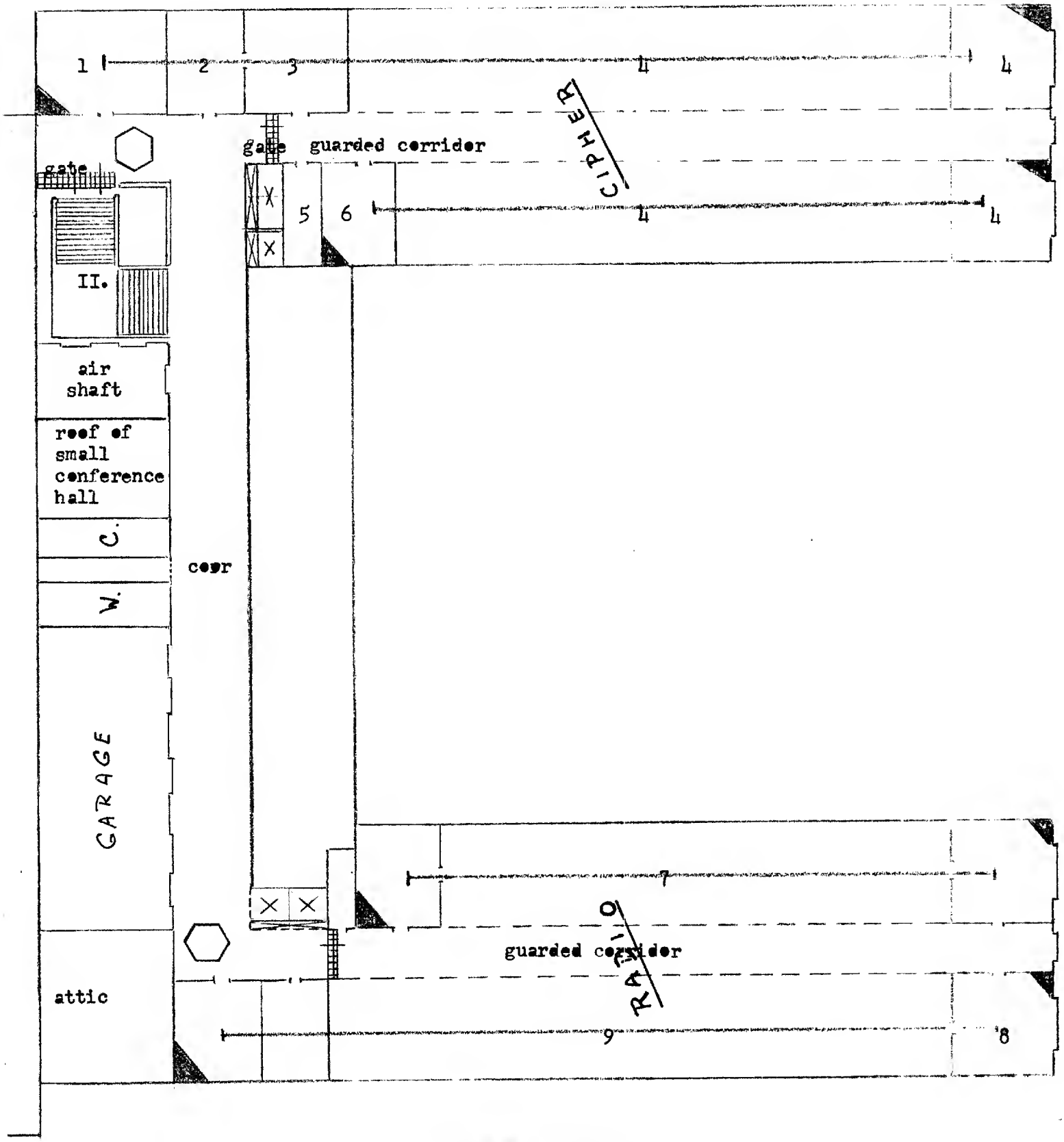
38. office of chief of C/II. division Augenthaler

opposite in that corridor were offices of the B sector and perhaps some offices yet of the C sector.

K.

New building: sixth floor

CONFIDENTIAL



CONFIDENTIAL

New building: sixth floor

access to the code and radio sections was possible only through iron bars gate located on the main staircase. No elevator,no other staircase.

1 - room for special code section messengers

2 - delivery and despatch room

3 - office of chief of code section Fait

4 - offices of code and personal code section - Klubicko,chief code clerk

5 - room of messenger and janitor

6 - room of SNB and StB on guard duty

in the offices of the code section was done also the schooling of code clerks led by Klubicko

7 - offices of the radio section - transmitters and receivers

8 - office of the chief of radio section Simandl

9 - offices of the radio section, typists,maintenance and repair,schooling